

**AGREEMENT BETWEEN THE SOUTH CAROLINA
 STATE LIBRARY AND PUBLIC LIBRARY SYSTEMS
 OF SOUTH CAROLINA**

The South Carolina State Library, having secured an appropriation for State Aid to county and regional libraries, invites the _____Library to participate and offers the following aid:

- I. The services of a staff of trained librarians to confer with the local library board and librarian on matters of policy, procedure and practice.
- II. A grant of _____ per capita, minimum of \$40,000 per county, based on the population of the county or counties as reported in the latest Federal decennial census.

PROVIDED:

- I. That library income from local sources in 2003-2004 (\$_____) shall be not less than the amount actually expended for library operations from local sources in 2001-2002 (\$_____).
- II. That the _____Library is administered by a legally appointed board, which meets not less than four times each year and that the Board agrees to the following:
 - A. Provide free basic public library service to all residents in the library’s legal service area (LSA) consistent with South Carolina Public Library Standards published by the South Carolina State Library.
 - B. Provide remote access to statewide data bases coordinated by the State Library.
 - C. Provide an adequate level of service, either through county library systems or through regional library systems.
 - D. Adopt an annual budget with balanced proportions among personnel (65%-70%), information resources (15%-20%) and maintenance (10% - 20%)
 - E. Employ in professional and preprofessional positions librarians meeting the certification requirements of the South Carolina State Library and meeting the staffing standards consistent with the South Carolina Public Library Standards published by the South Carolina State Library.
 - F. Systematically acquire library materials consistent with a collection development policy approved by the local Board.
 - G. Adopt a long-range plan that provides reasonable access to all library services to all residents in the library’s service area consistent with South Carolina Public Library Standards published by the South Carolina State Library.
 - H. Provide at least one library in the system that is open and provides on site access consistent with South Carolina Public Library Standards.
 - I. Supply the South Carolina State Library with such statistics and information as it may from time to time request.
 - J. Have the financial records of the library audited annually by a certified public accountant and furnish the South Carolina State Library with a copy of the audit report.
 - K. Notify the South Carolina State Library of official public library board appointments within 30 days of appointment.
 - L. Invite the South Carolina State Library Director or designee to one board meeting annually.

 Chairperson

 Director, South Carolina State Library

 Date

 Date

THIS AGREEMENT TO BE SIGNED AND RETURNED TOGETHER WITH THE PROPOSED LIBRARY BUDGET FOR 2003-2004 TO SOUTH CAROLINA STATE LIBRARY, 1430 SENATE STREET, P.O. BOX 11469, COLUMBIA, SC 29211.

Name of Library _____ County _____

Address _____ Fiscal Year 2004

DO NOT INCLUDE LOTTERY FUNDS

LIBRARY BUDGET

Anticipated Income:

¹ County Appropriations or Tax... \$ _____

¹ City Appropriations \$ _____

State Aid \$ _____

¹ Other (Specify)..... \$ _____

Total Income \$ _____

Balance June 30, 2003..... \$ _____

Total Funds Available \$ _____

Adopted Budget:	Local Funds	State Aid	Total
Total Personal Services	\$ _____	\$ _____	\$ _____
Chief Librarian	(_____)	(_____)	
Staff: Professional Librarian ..	(_____)	(_____)	
Staff: Pre-Professional Libn ...	(_____)	(_____)	
Staff: All Other	(_____)	(_____)	
Employee Benefits	(_____)	(_____)	
² Total Library Materials/Res.....	\$ _____	\$ _____	\$ _____
Books/Print Material	(_____)	(_____)	
Serial Subscriptions	(_____)	(_____)	
Microforms.....	(_____)	(_____)	
Electronic Resources	(_____)	(_____)	
Audio Visual Materials	(_____)	(_____)	
Other Materials	(_____)	(_____)	
Preservation (includes binding) .	\$ _____	\$ _____	\$ _____
Electronic Access.....	\$ _____	\$ _____	\$ _____
³ Equipment (Electronic Access) ..	\$ _____	\$ _____	\$ _____
³ Equipment/Furniture (Other)	\$ _____	\$ _____	\$ _____
Bookmobile Operation	\$ _____	\$ _____	\$ _____
⁴ Contractual Services	\$ _____	\$ _____	\$ _____
Audit	\$ _____	\$ _____	\$ _____
⁵ Other Operating Expenses	\$ _____	\$ _____	\$ _____
Total Operating Expenses	\$ _____	\$ _____	\$ _____
⁶ Total Capital Outlay	\$ _____	\$ _____	\$ _____
Building	(_____)		
Equipment.....	(_____)	(_____)	
Bookmobile/Vehicle.....	(_____)	(_____)	
Other (Specify)	(_____)	(_____)	
Operating Balance for use FY 2004	\$ _____		\$ _____
GRAND TOTAL	\$ _____	\$ _____	\$ _____

Date of Library Board Meeting and Budget Approval:
_____, 2003

Board Members Present:

Signed: _____ (Chairperson)

¹ Include value of utilities, insurance, gasoline, social security, and retirement payments, and other benefits is paid from other than funds appropriated to library.

² Include only materials added to the collection to be used by or to serve the public. Do not include materials for administrative support.

³ Include articles, parts, or things of permanent nature which are used continuously. Examples: AV equipment, microform equipment, electronic equipment.

⁴ Examples of Contractual Services: maintenance contracts on equipment, printing, consultant services, etc.

⁵ Other Operating Expenses: Include all income budget for operating which is not included in preceding items (supplies, utilities, insurance, travel, continuing education, postage, printing, etc.)

⁶ Include budget for building sites, new buildings, additions, renovations; initial bookstock and equipment for new buildings; vehicles; and any other items for which library receives a one-time special appropriation above regular operating budget.

- State Aid funds may not be budgeted for items without lines.